

TITLE: ENVIRONMENTAL ANALYST

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

LOCATION: New York State Department of Environmental Conservation (NYSDEC), Division of Marine Resources, 123 Kings Park Blvd, Nissequogue River State Park, Kings Park, NY 11754

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 a partner organization of the Long Island Sound Partnership (LISP), a program of the EPA National Estuary Program. LISP is a cooperative effort involving researchers, regulators, user groups and other concerned organizations and individuals. Working together, these partners have developed a Comprehensive Conservation and Management Plan (CCMP) to restore and protect the Long Island Sound, built around four principles: Clean Waters and Healthy Watersheds; Thriving Habitats and Abundant Wildlife; Sustainable and Resilient Communities; and Informed and Engaged Public. Long Island Sound is an estuary with a coastal population in New York and Connecticut of nearly 4 million people, with nearly 9 million people in the watershed. The watershed includes New York, Connecticut, four other New England states and a small part of Québec.

JOB SUMMARY: Conduct activities associated with Long Island Sound Partnership (LISP) funding including: preparing proposals, assisting municipalities in developing and implementing proposals, and evaluating project applications for habitat assessment, monitoring, stewardship, restoration, and research funding. Develop partnerships to restore and protect Long Island Sound habitats. Work with regional staff to help partners prepare project workplans that are compatible with state regulations. Lead NYSDEC activities associated with the LISP Thriving Habitats and Abundant Wildlife Work Group (THAWWG). Coordinate citizen science and volunteer monitoring activities. Manage databases and use GIS information for program purposes.

DUTIES AND RESPONSIBILITIES:**Habitat Restoration:**

- Track state land acquisitions and habitat restoration projects within the defined project area, conducting site visits and reporting through the National Estuary Program On-Line Reporting Tool (NEPORT)
- Conduct Surface Elevation Table (SET) monitoring for Long Island Sound Partnership area and manage SET reporting and permitting.
- Prepare materials and maintain communications with federal, state and municipal agencies to inform, direct, and coordinate habitat restoration planning and implementation.

- Provide technical assistance to municipalities and not-for-profits to form partnerships, secure funding, and plan and implement habitat restoration projects.
- Review grant applications for habitat restoration projects in various grant programs as needed (i.e., Long Island Sound Futures Fund, New York State Water Quality Improvement Project Program, Marine Resources Grants for Tributary Restoration & Resiliency, etc.).
- Update and revise the Thriving Habitats and Abundant Wildlife section of the LISP Comprehensive Conservation and Management Plan (CCMP) as needed and with input from the THAWWG.
- Work with partners to implement priority actions identified within the CCMP, working with CT DEEP to accurately track and report on implementation metrics.
- Identify and prioritize potential wetland restoration sites using recently developed decision support tools, models, and data. Attend wetland restoration workshops and coordinate with research institutions and local, state and federal partners as needed.
- Manage grant projects for NEIWPCC and NYSDEC as needed.
- Investigate and assemble information needed to develop habitat restoration policies.
- Perform environmental and technical analysis of proposed habitat restoration projects.
- Prepare and review drafts of memoranda, letters, MOUs.
- Assist with the development of issues papers and briefing materials for marine program staff.
- Stay informed of current NEIWPCC and NYSDEC and Division of Marine Resources (DMR) policies and standard operating procedures, including but not limited to those related to Health and Safety.
- Implement steps needed to develop and update the Habitat Restoration Database used to track habitat restoration and land acquisition progress in New York's portion of Long Island Sound.
- Use GIS tools to help with analyses of environmental information and to convey information in reports and presentations. Assist as requested with additional GIS or map making needs. Projects may include property acquisition mapping, restoration site mapping and major environmental impact project maps, updating existing mapping projects.

Workgroups:

- Serve as New York co-chair for the LISP Thriving Habitats and Abundant Wildlife Work Group (THAWWG) with Connecticut Department of Energy & Environmental Protection (CT DEEP) co-chairs, prepare agendas, plan, and attend meetings. Maintain meeting minutes and workplans associated with the LISP THAWWG.
- Participate and liaison for NYSDEC in the Long Island Sound Cable Fund Steering Committee, particularly on issues related to benthic mapping and other GIS technical issues.

- Attend LISP Management Committee meetings and other LISP meetings as appropriate.

Education and Outreach:

- Assist with outreach and education and citizen science projects/programs associated with habitat restoration project sites and Stewardship Sites on an as needed basis. Coordinate stewardship and wildlife monitoring activities.
- Organize workshops on habitat restoration issues as needed (e.g., wetland loss, fish passage).
- Provide background materials or draft or write articles for various NEIWPCC, or other publications. Present work products and programs to stakeholders and the general public.

Quality Management

- 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.

Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to develop a thorough understanding of the NYSDEC'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 staff of 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 of professional decisions within their area of activity. Job performance is evaluated by the NEIWPCC Lowell Project Manager in consultation with the NYSDEC Estuary Management Unit Leader.

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.

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 professional personnel: and indirect supervision (i.e., through an intermediate level supervisor) over 6-15 professional and/or technical personnel.

PREFERRED QUALIFICATIONS: A bachelor's degree in the natural sciences - biology, chemistry, ecology, environmental science - or related field. Course work and/or demonstrated proficiency in marine ecology, natural resources management, aquatic and terrestrial biology, and GIS analysis strongly preferred.

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

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.
- Ability to maintain accurate records.
- Ability to use and master ArcGIS.

REQUIREMENTS:

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

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.