

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.

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, 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.

JOB SUMMARY: The candidate will work on the implementation of the statewide Drinking Water Source Protection Program (DWSP2). Incumbent will assist with managing technical assistance provider contracts, reviewing and providing detailed feedback on draft plans, integrating emerging issues of concern into source water program objectives and guidance materials, developing and updating guidance, data analysis, support internal coordination to integrate source water protection components into other DEC programs, and participating in outreach events, as appropriate. Infrequent overnight travel may be necessary.

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

DUTIES AND RESPONSIBILITIES:

Program Implementation:

- Use problem solving skills and analysis to help the DWSP2 team further develop the program by coordinating and communicating with other NYSDEC Division of Water (DOW) program areas and in accordance with agency priorities.
- Identify potential issues and work with supervisor and related program areas to collaborate on recommended solutions and implementation strategies.
- 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 as needed.
- Assist with identifying and incorporating issues of emerging concern (e.g., PFAS, nutrients) into the program, including working with other programs to find ways to address potential and actual sources before they impact water quality.

Engagement:

- Manage contracts with regional planning boards and various state agency partners to ensure workplans are followed, progress of plans and implementation efforts are

underway, the quality of deliverables meet standards, that reports are complete and submitted timely, and provide constructive feedback.

- 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.
- Prepare technical and programmatic documents and summaries for Departmental audiences or stakeholders.

Data Analysis:

- Collect, compile, organize and analyze data (using various tools, including R programming).
- Develop routine queries or processes to improve consistency and accuracy of DWSP2 reports.
- Ensure data is accurately entered in the information systems, communicate with program staff, and maintain information systems or databases.

Other Duties:

- 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 draft 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 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 the NYSDEC Bureau of Water Resource Management supervisor.

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 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 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

- Knowledge and experience with aspects of water quality and watershed management.
- Familiarity with O365 suite, Canva, GIS, relational databases, program languages (e.g., R, python), 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 (e.g. presentations, correspondence).
- Excellent organizational skills.
- Ability to work effectively with scientists, engineers, managers, the public, and the regulated community.
- Ability to maintain accurate records.
- Familiarity with source water protection and strategies to protect source waters.
- Knowledge of New York State and Federal regulations as they relate to water quality standards and permitting.
- Familiarity with sources of pollution from point and nonpoint source and nonpoint source best management practices.
- Experience writing technical reports, work plans, Standard Operating Procedures and Quality Assurance Project Plans.

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.