

ENVIRONMENTAL ANALYST

DEFINITION

Under direction, provides advice related to environmental compliance programs; prepares environmental policies, procedures, and operating guidelines; develops and implements environmental compliance plans; and performs related work as assigned.

CLASS CHARACTERISTICS

Environmental Analyst is a single-level professional classification. Incumbents perform administrative and program work related to protecting and improving environmental quality, controlling pollution, remedying environmental damage, and ensuring compliance with environmental laws and regulations.

EXAMPLES OF DUTIES (*illustrative only*)

- Advises on work related to environmental programs such as air and water compliance, aboveground and underground storage tanks, spill prevention and control, hazardous waste and materials management, solid waste recycling, indoor air quality, integrated pest management, employee training, and disaster preparedness.
- Develops branch-wide policies, procedures, and operating guidelines to comply with frequent changes to applicable laws and regulations.
- Evaluates and secures compliance with environmental laws and programs through permitting, self-assessments, audits, inspections, investigations, and enforcement and corrective action activities.
- Develops and implements environmental compliance plans for air quality, wastewater treatment, hazardous waste management, pollution prevention, and solid waste management.
- Obtains and provides oversight for contracts related to environmental programs.
- Provides project management for and conducts Phase I Environmental Site Assessments; manages contracts for Phase II services and ensures timely and thorough completion.
- Performs liaison functions with off-site, regulatory agencies, and other organizations.
- Develops environmental education programs for branch staff.
- Participates in legislative initiatives related to environmental issues by attending environmental initiatives conferences, participating in legislative studies affecting branch environmental programs, attending legislative development sessions, and proposing legislative changes by advisory committees.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques related to environmental planning and protection.
- Environmental laws and regulations.
- Hazardous waste and/or material handling, storage, labeling, and disposal requirements of various federal, State, and local agencies.
- Water pollution prevention requirements of various federal, State, and local agencies.
- Air pollution prevention requirements of various federal, State, and local agencies.
- Oil and hazardous substance contingency planning concepts and oil pollution prevention requirements of various federal, State, and local agencies.
- Underground and aboveground tank program requirements of various federal, State, and local agencies.

Ability to:

- Develop, analyze, evaluate, and modify environmental programs, policies, and procedures.
- Demonstrate advanced technical skill and experience with environmental principles and applications.
- Interpret governmental regulations and define their applicability to operations and assets, develop comprehensive programs necessary for implementation and direct actions required to achieve compliance.
- Act as liaison with regulatory agency personnel.
- Plan, manage, and deliver multiple projects.
- Organize own work, set priorities, and meet critical deadlines.
- Plan, organize, review, and evaluate the work of consultants, contractors, and others.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, and project management software.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Graduation with Bachelor's degree from an accredited college with major work in biology, chemistry, environmental engineering, physics, or a related natural or physical science, and five years of professional experience in environmental compliance programs regarding hazardous waste management, solid waste management, air or water compliance, aboveground and underground tank storage, or auditing of environmental health and safety programs is required.

Possession of a directly related postgraduate degree may substitute for one year of the required experience.