

*Code: 4620*

*Title: ENVIRONMENTAL ANALYST*

**SUMMARY:** Serves as environmental data analyst and coordinator in matters relating to environmental policy and regulatory compliance, by analyzing federal, state and local regulations and legislative proposals, and developing departmental permit applications.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Collects, compiles, classifies and analyzes data related to environmental research and compliance activities;  
Coordinates a specialized environmental quality control and protection program in such areas as pollen and mold, water chemistry, soil contamination, air toxins and/or hazardous waste disposal;  
Reviews and analyzes federal, state and local laws, regulations and proposals, and assists management in developing departmental comments on proposed regulations;  
Designs environmental quality data collection systems and specialized environmental quality control methods, using computer automated systems, databases and research techniques;  
Creates applications, tables, charts and graphs for submission to Environmental Protection Agency according to National Permitting Discharge Elimination System (NPDES);  
Assists management and engineering staff in writing critiques and recommendations on specific environmental projects and plans, determines cost and impact of implementation;  
Prepares written reports and correlates resulting scientific data for use in the development of environmental quality control strategies;  
Recommends and initiates planning activities, data requests and data analysis methods for compliance related purposes;  
Develops research projects to determine innovative methods to meet standards of compliance;  
Provides information to the public and news media concerning environmental quality including the interpretation of scientific data and trends in pollution control or forecasting;  
Responds to and resolves difficult public complaints;  
Interprets county ordinances, state and federal laws, rules and regulations affecting environmental quality;  
Advises and consults with management, public officials, vendors, professional, civic and other groups, organizations and individuals in the area of specialization;  
May participate in the development of department policy and procedures;  
May train departmental staff in the area of specialization;  
May supervise technical support staff.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of environmental assessment, planning and regulation;
- environmental industry trends and regulations;
- federal, state and local environmental laws, rules and regulations applicable to a specialized environmental quality control program;
- methods, procedures and scientific equipment used to analyze and monitor environmental quality;
- principles and practices of public program administration and public relations;
- research design and techniques of data collection and analysis.

Skill in:

- evaluation and analysis of federal, state and local laws, regulations and legislative proposals;
- conducting and developing applied research projects and establishing research methodology applicable to environmental quality control;
- preparing technical reports and evaluating engineering problems and budget impacts;
- developing and interpreting environmental rules and regulations;
- scientific data and sample collection, testing and analysis;
- formulating, analyzing and articulating scientific data;
- using scientific methods and equipment for the analysis and monitoring of environmental quality;
- implementing operational programs to meet regulatory requirements and environmental needs;
- establishing and maintaining effective working relationships with County employees, other agencies, vendors and the general public;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in an environmental science, environmental engineering, chemical engineering, biochemistry or biosystems analysis and two years of technical experience in water treatment and waste, air quality control, or environmental engineering.

(A Master's degree from an accredited college or university in one of the above disciplines may be substituted for one year of the required experience)

OR:

(2) An Associate's degree from an accredited college or university with minimum of 18 credit hours in an environmental science, environmental engineering, chemical engineering, biochemistry or biosystems analysis and four years of technical experience in water treatment and waste, air quality control, or environmental engineering.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona driver's license may be required at the time of appointment or prior to completion of initial/promotion probation.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.