

Environmental Compliance and Regulatory Specialists

Job Code	Job Title	Pay Grade
8502C3	Environmental Compliance and Regulatory Specialist I	29
8503C3	Environmental Compliance and Regulatory Specialist II	31

CONCEPT:

The primary duty of employees in this class involves ensuring regulatory compliance designed to protect and preserve the environment. The scope of work is commonly limited within a specialized area of environmental protection which requires the employee to exercise specialized, practical skill and knowledge gained through experience and on-the-job training in the office or in the field.

Tasks:

- Determines the nature of violations and actions to be taken and issues written notices.
- Participates in enforcement hearings, as necessary.
- Examines, reviews and determines eligibility for environmental permits, licenses, applications, and records to ensure compliance.
- Reads and interprets federal and state regulations and applies that knowledge towards enacting programs and procedure guidelines.
- Prepares, organizes, and maintains inspection and permit records.
- Monitors and performs follow-up actions in cases where environmental violations were found.
- Investigates complaints and suspected environmental violations to determine the nature of those violations and to obtain evidence.
- Inspects for environmental conformance to federal, state, or local regulations.
- Determines locations and methods for sampling and testing. May collect and preserve environmental samples for analysis.
- Verifies that hazardous chemicals are handled, stored, and disposed of in accordance with regulations.
- Observes, measures and records environmental field conditions.
- Maintains worksites and repairs equipment.
- Conduct research on projects in order to determine the magnitude of problems; May negotiate mitigation alternatives and resolutions.
- May operate technical or specialized environmental equipment out in the field.
- Writes and edits technical papers and reports.
- Responds to environmental inquiries and complaints.
- Provides required environmental data to federal, state and local agencies, the community or the general public.
- Select, modifies, develops, and applies appropriate mathematical and statistical models as necessary to identify and evaluate environmental problems including site specific surface water and groundwater computer simulation modeling.
- Researches historical data and other pertinent information to identify compliance with the terms, condition and limitations of the permit and licenses.
- Conduct investigations to determine compliance with permits. Recommend or take appropriate action for non-compliance.
- May administer statewide or multiple environmental programs.

LEVELS OF WORK

- Class Group consists of two classes.

The levels are distinguished by the complexity and responsibility of the work determined by work characteristics and the type (routine, singular, recurring, predictable, non-contestable vs intensive, multifaceted, sporadic, unpredictable, and contestable.)

Environmental Compliance and Regulatory Specialist I: Responsible for monitoring facility operations, inspecting, investigating and preparing technical reports. This level has well-defined and established guidelines and procedures and is required to have a general knowledge of overall department rules, regulations, and procedures. They may conduct broad analyses and evaluations of environmental data and permits to determine compliance. Inspects and investigates complaints for compliance.

Minimum Requirements: Two years of experience in an environmental field and/or program. Education may be substituted for experience as determined relevant by the agency

Environmental Compliance and Regulatory Specialist II: Experienced employee that works independently as an agency or program's subject matter expert. Employee has the authority to make decisions in the field, able to interpret regulations, and analyze technical reports to identify cases of non-compliance and the appropriate enforcement to be taken. Duties may include regular contact with the public and regulated community representatives to explain environmental rules and laws, answer general technical inquiries, respond to complaints, and perform inspections or investigations. May function as a lead worker or supervisor.

Minimum Requirements: Four years of experience in an environmental field and/or program. Education may be substituted for experience as determined relevant by the agency

NC: 9/15

REV: 6/23

REV: 6/24