

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: REGULATORY ANALYST

DATE: 6/16/2015

JOB CODE: 21860

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision of the Environmental or Safety Supervisor, depending on assignment, assist in preparation of reports and permit applications; perform varied and complex technical tasks in support of ongoing activities and projects for Water Utility and Water Reclamation Divisions that may include: NPDES/SCAQMD/CARB reporting, hazardous materials management, safety, liability claims, workers compensation, commercial drivers programs, maintenance of databases, personnel training etc.; collect, tabulate and summarize data for compliance determinations; interview people and collect information to complete reports and documentation; identify safety hazards and regulatory compliance issues; advise and assist in preparation of job hazard analyses; exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of rules, regulations, procedures, policies, and guidelines; perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Class of Regulatory Analyst is an entry level class that may be assigned to work with either the Environmental Supervisor or Safety Supervisor in the Environmental and Regulatory Compliance Division, depending upon the workload and needs of the Department. Assigned programs include, but are not limited to, Safety, Loss Control, Water Quality, Wastewater Quality, Air Quality, Energy, and Waste Management.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to other officials, the general public, and City and Department staff;
- Implement goals, objectives, policies, and priorities;
- Assist in preparation of SCAQMD, NPDES, CARB, OSHA, 300 Log, hazardous waste disposal documentation and other regulatory reports;

- Analyze technical reports and recommend programs to maintain full compliance with applicable requirements in air, water, land, energy, and occupational safety regulations;
- May conduct accident and liability claims and spill investigations as needed; assist in preparation of documentation and reports summarizing activities;
- Prepare correspondence, reports, staff reports, forms, lists, schedules, and related documents from rough draft and/or from oral or written direction independently requiring use of judgment based upon a thorough knowledge of the functions and procedures of the unit;
- Ensure that hazardous materials are stored and disposed of in accordance with Federal, State, and local regulations;
- May administer the investigating and processing of work related or personal injuries, property damage, and other claims filed with the Department and assist insurance carriers with claims processing and investigation;
- May conduct employee training classes;
- Participate in field inspections and may act as company representative with regulatory inspectors as required;
- Maintain comprehensive records and data pertinent to programs and prepare detailed and technical reports;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Operate Department vehicles as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Organization and responsibilities of public agencies;
- Applicable Federal, State, and local laws rules, regulations, and codes governing operation of water and wastewater facilities;
- Water and wastewater analytical methods;
- Air, land, and water quality objectives;
- Principles, trends, methods, and procedures pertaining to safety, loss prevention;
- Hazardous materials management, training, and emergency response;
- Intermediate computer skills consisting of data collection, database creation, and word processing.

Ability to:

- Accurately interpret laws, rules, and regulations pertaining to water and wastewater conveyance and treatment, occupational safety, health and government claims, air quality, biosolids, and energy;
- Interpret technical reports and exercise sound judgement in the application of findings;
- Gather, make accurate mathematical and statistical calculations and analyze data generated for regulatory purposes, and prepare a variety of written reports;
- Make accurate mathematical computations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Effectively communicate and interface with staff members from numerous regulatory agencies;
- Prepare, conduct, and maintain departmental records of related training;
- Learn the technical and legal functions associated with Safety and Loss Control activities and environmental regulatory compliance;
- Perform effective investigations involving injury/property damage or environmental pollution as needed that fairly represents the interests of both the Department and employees;
- Understand and carry out oral and written instructions;
- Establish and maintain complex filing systems;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate a vehicle observing legal and defensive driving practices;

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent,

And

Bachelor's degree from an accredited college or university; major in chemical, biological, or environmental sciences, or equivalent, preferred for Environmental positions,

And

Certificates: Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals,

solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. Incumbents must be able to work under moderate stress conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, infrequently climb ladders to heights over 100 ft., and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Regulatory Analyst

To: Safety Supervisor
Environmental Supervisor

Job Description:

BOWC Approved:

5/16/2006

Rev Appr:

6/16/2015

Testing Standards: CS App Review/CS Supp App Review/CS Oral Board:

CSB Approved:

5/23/2006