



# Environmental Analyst

## General Information

<b>Classification Code:</b>	MGTANL
<b>Effective Date:</b>	December 8, 2021
<b>Pay Grade:</b>	C42
<b>FLSA Status:</b>	Exempt

## Position Summary

The Environmental Analyst performs research, compiles data, and analyzes a range of environmental subjects. Develops reports and findings, presents options and fiscal impacts for input, follow-up and or direction. Coordinates research, planning, policy, financial program development, and project implementation activities for the Metropolitan Wastewater Management Commission. Performs other duties of a similar nature or level.

## Classification Characteristics

This is the journey level of the Management Analyst classification. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities. Assignments can be broad in nature and generally require a high level of ingenuity and originality.

The Environmental Analyst is distinguished from the advanced position by the complexity of decision making of the higher level. This includes the application of advanced professional principles and practices in the assigned program area with general guidance provided by the supervisor.

## Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Coordinates projects and relationships regarding wastewater management, environmental protection, and utility management.
- 2 Compiles and analyzes complex data sets for evaluation of trends, scenario setting, probabilities, and outcome optimization.
- 3 Coordinates internal and external stakeholders, works closely with interagency personnel, identifies and secures funding opportunities and partnerships, and produces strategies and implementation plans related to programmatic-level regional wastewater permit requirements and objectives.
- 4 Researches a range of environmental and water quality programs as directed. Develops cost/benefit analysis and fiscal impacts. Recommendations project priority for consideration by leadership.
- 5 Presents complex and technical information to the Metropolitan Wastewater Management Commission and other public entities and partners including regulatory agencies, community organizations, and professional stakeholders.
- 6 Participates in the development and updates of budgets and schedules including forecasting, cost-benefit analysis, and funding recommendations. Ensures that budgets adhere to requirements; reviews invoices and payment requests with appropriate follow-up.

Essential Duties	
7	Develops and submits project-related correspondence, work plans and reports.
8	Coordinates field activities, ensures site compliance, and conducts inspections.
9	Ensures compliance with applicable Federal, State, and Local laws, rules, regulations, and policies.
10	Actively supports an inclusive and respectful work environment.
11	Tracks, reviews, and participates in legislative, rulemaking, and other state- or federal-level policy issues, including preparing recommendations, comments, and impact statements, and participating in advisory committees.
12	Represents the Metropolitan Wastewater Management Commission and/or the City of Springfield on local and statewide committees through professional associations and partnerships.
13	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
<b>Minimum Qualifications:</b> <ul style="list-style-type: none"> <li>Bachelor's Degree in a related field and 2-5 years of progressively responsible relevant professional experience or an equivalent combination of education and experience to successfully perform the job.</li> </ul>
<b>Licensing/Certifications:</b> <ul style="list-style-type: none"> <li>A valid Oregon Driver's license at time of appointment.</li> </ul>
<b>Technology Skills:</b> <ul style="list-style-type: none"> <li>Electronic mail software - Microsoft Outlook</li> <li>Internet browser software - Microsoft Internet Explorer, Google Chrome</li> <li>Office suite software - Microsoft Office</li> <li>Presentation software - Microsoft PowerPoint</li> <li>Spreadsheet software - Microsoft Excel</li> <li>Word processing software - Microsoft Word</li> <li>Document management software — Adobe Systems Adobe Acrobat</li> <li>Document sharing/storage services – e.g. Dropbox, Google Drive</li> <li>Project management software — Microsoft Project</li> <li>GIS — ESRI ArcGIS software (familiarity)</li> <li>Mapping software – Google Earth/Maps</li> </ul>
<b>Knowledge Required:</b> <ul style="list-style-type: none"> <li><b>Contract Management</b> — Knowledge of construction bidding processes, request for proposal processes, and related solicitation and procurement of contracts.</li> <li><b>Stakeholder Collaboration</b> — Knowledge of principles and processes for providing customer and personal services. This includes stakeholder collaboration, community involvement and awareness, and group decision-making.</li> <li><b>Economics and Accounting</b> — Knowledge of economic and accounting principles and practices, triple bottom line and/or return on investment principles, and the analysis and reporting of financial data.</li> <li><b>Grant Funding</b> – Knowledge of grant writing, funding and loan programs, and outcomes tracking and reporting.</li> </ul>

## Qualifications

- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, systems analysis and coordination, and coordination of people and resources.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Sciences** — Knowledge of biology, chemistry, earth sciences, and their application to water resources.

### Skills:

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Speaking** — Talking to others to convey information effectively.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management** — Managing one's own time and the time of others.
- **Negotiation** — Bringing others together and trying to reconcile differences.

### Abilities:

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Mathematical Reasoning** — The ability to choose the right mathematical methods or formulas to solve a problem.

## Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-5% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
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Physical Requirements											
	0%	1-5%	11-35%	36-75%	76-100%		0%	1-5%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.		X			
Sitting					X	11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting	X					Outdoors			X		
Crawling	X					Dust		X			
Squatting/Crouching	X					Fumes/Odors/Gasses		X			
Balancing	X					Chemical Agents		X			
Reach – Overhead		X				Biological Agents	X				
Reach – Forward		X				Noise – Low		X			
Reach – Backward		X				Noise – Moderate		X			
Climbing – stairs		X				Noise – High		X			
Climbing - ladder	X					Low Light		X			
USE OF HANDS						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip		X				Restricted workspace	X				
Fine manipulation/feeling		X				Vibration – whole body	X				
Keyboarding					X	Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.		X				Driving – vehicle/equipment			X		
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking					X
76-100 lbs.	X					Hearing					X
						Extended work hours			X		

<b>Classification History</b>
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2021.12 - Job description developed and adopted

**I have reviewed the job description.**

**Employee: Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_