



# Environmental Management Analyst

## General Information

<b>Classification Code:</b>	MGTANL
<b>Effective Date:</b>	02/14/2020
<b>Pay Grade:</b>	C43
<b>FLSA Status:</b>	Exempt

## Position Summary

Performs activities in the management and coordination of planning, policy, program development, and project implementation activities for the Metropolitan Wastewater Management Commission and other City of Springfield environmental projects. This position provides data and policy analysis, coordinates stakeholder input, funding sources, and research, and makes recommendations for regulatory compliance and outcomes optimization.

## Classification Characteristics

This is the advance 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 Management Analyst is distinguished from the journey level by the complexity of decision making which includes the application of advanced professional principles and practices in the assigned program area with general guidance provided by the supervisor. This position requires levels of responsibility and sound decision-making and has appreciable latitude for un-reviewed actions and/or decisions.

## Essential Duties

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

1	Develops and coordinates projects and relationships regarding wastewater management, environmental protection, and watershed integration.
2	Compiles and analyzes complex data sets for evaluation of trends, scenario setting, probabilities, and outcome optimization.
3	Leads efforts to coordinate 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	Manages and coordinates projects, including procurement, negotiation, execution, and management of consultant/service contracts, inter-governmental agreements, and partnership agreements, facilitation of statutory, legal, and insurance compliance, and ensuring project permitting requirements and reporting.
5	Regularly 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.
7	Develops and submits project-related correspondence, work plans and reports.

<b>Essential Duties</b>	
8	Coordinates field activities, ensures site compliance, and conducts inspections.
9	Assist with collection, management, and analysis of data related to environmental permit compliance, environmental impacts and outcomes, and programmatic management.
10	Prepares and delivers presentations and information to a wide range of audiences, including elected officials, professional organizations, and the general public.
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.

<b>Functional Specific Responsibilities</b>	
N/A	

<b>Qualifications</b>	
<b>Minimum Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Bachelor’s Degree in a related field and five (5) or more years of progressively responsible relevant professional experience or an equivalent combination of education and experience to successfully perform the job. Specialized knowledge in project management, coordination, or administration preferably for the planning, design, and/or implementation of water-quality improvement or other environmental enhancement projects may be required.</li> <li>• Master’s Degree in related field preferred.</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> </ul>	

## Qualifications

- **Economics and Accounting** — 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.
- **Grant Funding** – Knowledge of grant writing, funding and loan programs, and outcomes tracking and reporting.
- **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)						
	0%	1-5%	11-35%	36-75%	76-100%		0%	1-5%	11-35%	36-75%	76-100%
<b>BODY POSITIONS</b>						<b>PUSH/PULL</b>					
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				
<b>MOVEMENTS</b>						<b>ENVIRONMENTAL HAZARDS</b>					
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			
<b>USE OF HANDS</b>						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				
<b>LIFT/CARRY</b>						<b>JOB SPECIFIC</b>					
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		

**Classification History**

See addendum title(s) – Assistant Project Coordinator – for additional history.  
2020.02 – Job Description prepared and adoption

**I have reviewed the job description.**

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