

**DEPARTMENT:** PUBLIC WORKS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 1, 2022

**ENVIRONMENTAL ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the planning and management of environmental and climate related programs/tasks at the County level, including New York's Climate Leadership and Community Protection Act (CLCPA). This position focuses on collecting and analyzing data sets related to achieving the goals of the CLCPA, assessing the economic and environmental impacts, and preparing resources to assist local governments with meeting goals, objectives and requirements. The incumbent is responsible for facilitating the development and implementation of climate/emission reduction strategies developed in conjunction with updates to local, state, and national policy. The incumbent also provides assistance for engineering related tasks. Assists the Environmental Coordinator with various tasks, including those related to monitoring at the Refuse Disposal District. Work is performed under the supervision of the Environmental Science Coordinator, the Deputy Commissioner of Public Works – Engineering, or assigned supervisor. Performs related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. Conceives of, designs, performs, and documents a broad range of analyses and research assignments involving conditions and problems pertaining to climate impacts to the natural environment and accounting for the impact of climate related policy, including, but not limited to residents, economic development, government operations, and agriculture;
2. Evaluates the impact of new technologies, systems, policies, and market forces related to climate policy and initiatives. Briefs officials on findings and conclusions of studies and on relationships of conclusions to existing and proposed policies and policy options;
3. Translates broad and general policies into specific policy direction and requirements for other organizational elements;
4. Obtains, compiles, organizes, and analyzes economic and environmental data;
5. Performs assigned, well-defined, moderate-sized projects or assigned portions of more complex projects, (in-house and by contract) to prepare local governments and residents for changes stemming from climate policy and initiatives.
6. Generates ideas for new programs, policies, studies and approaches in assigned subject areas;
7. Enters, retrieves, and maintains information for the Division of Environmental/Solid Waste Management.
8. Assists professional staff in analysis and evaluation methods, procedures, goals and objectives, preparation of reports, data compilation, and support materials;
9. Manages historical maps, operating records, permit information, design reports, hydrogeological records and quarterly monitoring data. Inputs operating logs and monthly operations, maintenance, and management statistics into electronic database;
10. Assists with routine, low-risk environmental assessments, inspection and investigations;
11. Assists with content management and updates to Division website and outreach efforts specific to coordinated events;
12. Conducts inspections of highways, bridges, buildings or various facilities;

**CONTINUED**

## ENVIRONMENTAL ANALYST CONTINUED

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the purposes, principles, terminology, and practices related to environmental science and policy; thorough knowledge of environmental engineering practices, working knowledge of current methods for collecting, analyzing and interpreting statistical data; working knowledge of legislation, current problems, and professional literature in the field; working knowledge of management skills associated with program development, implementation, and evaluation; working knowledge of State and Federal environmental and climate regulations; ability to identify, evaluate, propose, develop, and implement strategies, policies, programs, and alternatives within the scope of the position; ability to work effectively and independently within the scope of the position; ability to accurately correlate information and evaluate effects on human population, natural resources and ecological relationships; ability to conduct field inspections as necessary; ability to get along well with others; ability to exercise sound judgement; ability to address and audience and present information; ability to establish and maintain effective working relationships; initiative and resourcefulness; integrity; tact and courtesy; professional demeanor and appearance; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following:

1. Graduation with a Master's Degree in Environmental Engineering, Environmental Science, Natural Resources Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies, Civil Engineering or a closely related field; **OR**
2. Graduation with a Bachelor's Degree in Environmental Engineering, Environmental Science, Natural Resources Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies, Civil Engineering or a closely related field **AND** two (2) years of progressively responsible full-time paid environmental management experience involving a combination of the following: climate, environmental, public education and outreach, statistical analysis, program development, and/or regulation compliance activities; **OR**
3. Graduation with an Associate's Degree in Environmental Engineering, Environmental Science, Natural Resources, Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies, Civil Engineering or a closely related field, and four (4) years of experience as outlined in (2) above; **OR**
4. An equivalent combination of training and experience as per the limits defined above.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Driver's License is required at the time of the appointment and throughout the duration of employment.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.