

TITLE: ENVIRONMENTAL ANALYST II

EMPLOYER: Interstate Environmental Commission, Headquarters: BioBAT, Brooklyn Army Terminal, 140 58th Street, Building A, Second Floor, Brooklyn, New York 11220

LOCATION: Interstate Environmental Commission, BioBAT, Brooklyn Army Terminal, 140 58th Street, Building A, Second Floor, Brooklyn, New York 11220. Occasional field work (land and boat-based) in locations throughout the Interstate Environmental District.

SALARY: Approximately \$66,951 to \$99,056 annually (NYS PS&T Salary Scale Grade 18 to 21). Grade and Step dependent upon level of experience and qualifications

ADDITIONAL INFORMATION: Benefits provided but not included in salary range: vacation, personal and sick leave, health, life and disability insurance, tuition reimbursement, public service student loan forgiveness, retirement plan, flexible savings accounts. This position requires the incumbent to work five days a week, 7½ hours per day, except for approved compensatory time. This is not a remote or hybrid position. While a regularly scheduled telecommuting day is not an available benefit for IEC employees, an employee who has completed the probationary period may request a situation-dependent day to work remotely in connection with a specific project.

BACKGROUND INFORMATION: The Interstate Environmental Commission comprehensively addresses water quality issues and priorities in the IEC jurisdictional waters in the tri-state area (NY, NJ, and CT). IEC's jurisdictional waters were established by compact in 1936, which also established IEC as an interstate organization responsible for protecting the water and air of its jurisdictional area.

SUPERVISORY CONTROLS: Incumbent consults with the Executive Director to prioritize responsibilities and duties in accordance with approved workplans. Incumbent operates with substantial independence of action and delegation of professional decisions within his or her area of activity. The Executive Director evaluates job performance.

JOB SUMMARY:

The incumbent will work independently and as part of a team to provide Quality Assurance oversight of IEC's water quality monitoring projects in the Tri state area and laboratory in Brooklyn, New York. Activities are generally water quality-oriented and laboratory based, but can vary according to program needs and the incumbent's areas of expertise.

DUTIES AND RESPONSIBILITIES:

Assist and support Executive Director in maintaining the Laboratory's National Environmental Laboratory Approval Program (NELAP) accreditations, which includes, but is not limited to:

- Serve as the focal point for the environmental laboratory's quality assurance and quality control, and be responsible for monitoring and/or review of quality control data;
- Evaluate data objectively and perform independent assessments.
- Arrange for and conduct annual internal audits of the laboratory's entire technical operation; and

- Notify laboratory management of any deficiencies in the quality system and develop and monitor required corrective actions
- Maintaining technical requirements, such as annually updating Method Detection Limits and Linear Dynamic Ranges, review, catalog (and request form manufacturer, when necessary) certificates of analyses
- Communicating QA/QC requirements to other staff and tracking monthly QA/QC requirements are met
- Supporting other analysts' quality assurance/quality check processes
- Providing quality assurance/quality control support to laboratory and field programs by assistance with methods, QA/QC checks, equipment maintenance and calibration, record keeping and supply inventory as applicable.
- As part of a team, participating in ambient water quality monitoring (both land and boat-based), performing field measurements using portable multi-parameter sondes, preserving and transporting samples.
- Performing a variety of chemical and microbiological analyses on water according to standard operating procedures based on EPA-approved methods on completion of training.
- Data review and data entry associated with laboratory analyses and field monitoring data.
- Organization and management of spreadsheets associated with data.
- Developing and reviewing Quality Assurance Project Plans (QAPPs), sampling plans, and standard operating procedures (SOPs), as requested.
- Participating in public outreach and education and other projects, as requested.
- As appropriate, occasionally serve as Commission's representative at workgroup, committee and other partner meetings with appropriate local, state, federal agencies and partners through:

Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the candidate to have a thorough understanding of IEC's organization, mission and its policies, to exercise initiative, resourcefulness and assertiveness, and to be able to work and communicate effectively with others from varied professional backgrounds and the public. The ability to organize workload, and perform tasks in an accurate, conclusive, and timely manner is required.

RECOMMENDED QUALIFICATIONS:

Education

A bachelor's degree in environmental science, biology, chemistry, earth science, environmental health, natural science, toxicology, public health, or a related field.

Satisfactory completion of sufficient coursework and credits toward satisfying NYSDOH ELAP Technical Director requirements for chemistry and/or microbiological analyses, specifically:

Twenty-four (24) college semester credit hours in chemistry:

and/or

Sixteen (16) college semester credit hours in the biological sciences, including at least one course having microbiology as a major component.

Experience

Ideal applicants will have at least (A) three years of full-time, or equivalent part time, technical or professional experience, of which (B) at least one year must have been in a professional capacity or, (C) any equivalent combination of the required experience.

*Education towards such a degree will be prorated on the basis of proportion of the requirements actually completed.

Special Knowledge and Skills: Ideal applicants will be highly motivated, detail-oriented, and flexible team-players with a strong interest in water quality issues and a willingness to work as part of a small team in a combination of laboratory and field settings.

Required:

- Knowledge of and experience with water quality monitoring, sampling and laboratory analyses related to water quality.
- Knowledge of and experience with following laboratory SOPs and accreditation requirements.
- Experience with the collection, organization, and analysis of environmental data.
- Excellent computer skills, including proficiency with Microsoft Word, Access, Excel, ArcGIS and Laboratory Information Management Systems
- Ability to write technically and concisely in order to assist with the production of technical documents and reports.
- Ability to think critically, creatively, and technically in a manner that facilitates productive communication, coordination, and relationships between IEC staff, partner agencies, and stakeholders.
- Forward thinking, self-starting individual that takes initiative.
- Excellent organizational and time management skills.
- Excellent attention to detail
- Ability to work independently and as part of a small team.

Desired:

- Knowledge of statistics as applied to environmental data.
- Knowledge and understanding of federal and state environmental laws, regulations, and permits.

Environmental Factors

Duties are performed in a laboratory setting but with need for occasional fieldwork. Occasional fieldwork may require flexibility in hours including early morning start times and occasional workdays that exceed 7.5 hours (in which case compensatory time will be approved and earned). Fieldwork occurs in all weather including heat, sun, and rain, with little to no shelter. Some monitoring surveys require working as long as 6 hours on a sampling vessel without access to amenities.