

REGULATORY SPECIALIST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direction, performs regulatory review, analysis, and advocacy duties requiring advanced knowledge and subject matter expertise in assigned area of environmental and regulatory compliance and an understanding of legislative processes; ensures that OC San is in compliance with federal, state, and local regulatory requirements; serves as an OC San liaison to various regulatory bodies and other sanitation districts; provides comment, analysis, and testimony to appropriate agencies and boards on proposed regulations, policies, and other official actions in an effort to affect and/or change regulatory developments in the best interest of OC San; participates in regulatory working groups and task forces to represent OC San; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the first of two levels within the regulatory job series. Incumbents serve as the subject matter and regulatory legislative expert for assigned function(s) and work with regulatory agencies and officials in analyzing and making independent recommendations regarding the solution of complex regulatory issues related to the design, development, implementation, and administration of environmental regulatory programs during the regulatory development phase. Positions require the use of considerable discretion, the professional background, qualifications, and experience to master all processes, procedures, techniques, analyses, projects, and programs in their area(s) of specialty, and the ability to be a professional resource for conducting organizational, managerial, and related analyses and studies. Responsibilities include performing diverse, specialized, and highly complex work involving significant accountability and decision-making responsibility and involving extensive contacts with the federal, state, and local agencies and professional advocacy associations. Responsibilities may include guidance on programs and/or projects. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Senior Regulatory Specialist in that the latter acts as a technical leader in setting the direction for OC San on policy, regulatory, and permitting issues.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Manages assigned permit and permit renewals by preparing and submitting application packages, coordinating meetings, reviewing pertinent technical documents, and performing complex engineering calculations and analyses of design data using highly sophisticated computer tools; facilitates permit negotiations with regulators and communicates new permit requirements to OC San staff.
- Coordinates regulatory advocacy efforts within assigned functional area, the division, department, and/or OC San; monitors and comments on proposed regulations and legislation; provides timely legislative and regulatory analysis, comments, opinions, testimony, and technical advocacy to regulators and regulatory agencies related to new, changing, and/or pending legislation.
- Performs audits and inspections of assigned program area(s) to ensure compliance with federal, state, and local laws and regulations; develops and implements new programs or program modifications as needed; prepares reports with findings and recommendations.
- Builds relationships with regulators to become a trusted, respected, and recognized resource to their regulatory and legislative developments and processes.
- Notifies and provides guidance to staff and management on important federal, state, and local regulatory, legislative, and legal developments and the legislative process; makes recommendations for action plans in response to pending legislation; ensures that OC San maintains compliance with new and pending regulations and legislation; prepares or directs the preparation of required monthly and annual reports and ensures timely submission upon approval.
- Participates in external organizations to broaden OC San's role in formulating federal, state, and local policies applicable to OC San operations; represents OC San at various membership association functions and on various technical advisory or professional organization committees; monitors and assesses industry reaction to changing regulations and legislation; gives technical presentations on legislative and regulatory issues and attends meetings to exchange information.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts and ensures compliance with OC San specifications and service quality and regulatory requirements; maintains or verifies staff are maintaining all required records.
- Conducts special research assignments and projects, including researching grant funding; gathers data and prepares reports and position papers for consideration by management.
- Stays abreast of new trends and innovations in the field of regulatory compliance; researches emerging products and enhancements and their applicability to OC San's needs.
- Provides leadership and guidance to others on programs and/or projects; as a program and/or project leader, may direct, assign, train, monitor, and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; and develops and implements work improvements.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, methods, and techniques of regulatory advocacy, legislative and legal processes, and the operations and functions of related regulatory agencies and officials.
- Advanced engineering, environmental planning, and/or scientific principles related to area of assignment such as chemistry, biology, microbiology, hydrology, air quality and emissions, biosolids, water/wastewater, and/or special projects.
- Principles and applications of critical thinking and analysis.
- Principles and practices of public outreach and education.

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Techniques for building and sustaining coalitions, partnerships, and relationships with the public and within the regulatory environment.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping.
- Techniques for providing guidance and training to less experienced staff.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Oversee activities related to regulatory compliance and advocacy efforts, programs, and projects.
- Demonstrate strong program/project management skills and lead staff on programs and projects.
- Resolve conflict through workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Make effective presentations before a wide variety of audiences, agencies, and stakeholders.
- Use political acumen and diplomacy when representing OC San and dealing with external stakeholders on politically sensitive and potentially volatile issues.
- Write and edit technical documents including regulatory comment letters, research plans, compliance reports, permit applications, and scope of work.
- Review, understand, and interpret engineering and construction drawings, technical specifications, and scopes of work.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Use critical thinking techniques and analysis in a broad range of situations and to complete assignments and make decisions and solve problems.
- Collect, chart, and compile highly complex and specialized data and participate in the preparation of clear and concise reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Provide guidance, training, and direction to others in regulatory and legislative efforts.
- Effectively represent the department and OC San in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in environmental science, engineering, law, or a related field.
2. Five (5) years of work experience in environmental compliance and regulatory review involving the analysis of air, soil, biosolids, and/or water regulatory issues.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; standing in work areas and walking between work areas is required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Mobility to work in the field at various OC San sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary access points; ability to operate a motor vehicle to travel to various OC San sites, projects, and/or meetings.
- Conduct inspections, stand in work areas, and walk between work areas, within treatment plants, and in the field.
- Lift, carry, push, and pull materials and objects up to 51 pounds.
- Vision to read printed materials and a computer screen.
- Vision to conduct inspections.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Finger dexterity to operate inspection equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial

probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.

- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.