

SENIOR 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 general direction, performs advanced-level and highly specialized regulatory review, analysis, and advocacy duties requiring advanced knowledge and subject matter expertise in assigned area(s) of environmental and regulatory compliance and in 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, other sanitation districts, and member associations; provides comment, analysis, and testimony to appropriate agencies and boards on proposed regulations related to the Clean Water Act, Clean Air Act, and other proposed regulations, policies, and other official actions; acts as technical leader in setting the direction for OC San on policy, regulatory, and permitting issues; coordinates with OC San's Public Affairs Division regarding position on environmental legislation; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the second of two levels within the regulatory job series. Incumbents perform the highest-level and most specialized regulatory advocacy and compliance activities, analyses, projects, and programs assigned to positions in the series. Positions serve as technical experts and manage large efforts, including developing project/program budgets, objectives, and policies and may include the oversight and review of work products of staff assigned to those programs or projects. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results.

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.

- Provides technical guidance and strategic planning for assigned programs; evaluates available options and makes recommendations for long-term management of programs to comply with regulations; ensures the balancing of economics and environmental protection.
- Establishes and maintains a system for regulatory and legislative tracking; monitors and comments on proposed and pending regulations and legislation; identifies and prioritizes key issues and solicits input from OC San management and staff to assess impact; provides timely legislative and regulatory analysis, comments, opinions, testimony, and technical advocacy; actively participates in the development of rules and regulations affecting OC San.

- Oversees assigned team's advocacy work to ensure OC San's interests are represented; provides leadership in formulating OC San's position on various regulatory issues and programs; develops recommendations for implementation strategies including revising existing or developing new policies and/or training materials; participates in the development of OC San's annual legislative and regulatory plan.
- Builds relationships with regulators to become a trusted, respected, and recognized resource to their regulatory and legislative developments and rule-making processes.
- Coordinates communication across a broad span of stakeholders to include management, staff, and regulators; notifies and provides guidance to staff on important federal, state, and local regulatory, legislative, and legal developments; reviews, analyzes, interprets, and communicates regulatory and permit requirements; ensures that OC San maintains compliance with all developing regulations.
- Acts as a liaison, represents OC San, and participates on external membership associations, work groups, or technical advisory or professional organization committees to broaden OC San's role in formulating federal, state, and local policies applicable to OC San operations; gives technical presentations on legislative and regulatory issues; and attends meetings to exchange information.
- Provides guidance and direction for various compliance and monitoring reporting efforts; prepares or directs the preparation of required monthly and annual reports and ensures timely submission upon approval.
- 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 to ensure 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 reference to employees by possessing special 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 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.
- Advanced principles and applications of critical thinking and analysis.
- Advanced 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 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:

- Plan, schedule, and oversee activities related to regulatory compliance and advocacy efforts, programs, and projects; demonstrate strong leadership and program/project management skills.
- Provide guidance, training, and direction to others in regulatory and legislative efforts and proper work procedures; and lead by example in promoting individual professional growth and development of less experienced staff.
- 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.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Use critical thinking techniques and advanced methods of analyses to a broad range of situations and to make independent decisions.
- 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.
- 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. Seven (7) years of increasingly responsible 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.
- 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.