



May 22, 2017  
FLSA: NON-EXEMPT

## ENGINEERING AND COMPLIANCE SPECIALIST

### **DEFINITION**

Under general supervision, performs a broad variety of technical and administrative duties in support of compliance and engineering operations and programs within the District. The work of this class involves the administration of existing compliance programs, database administration, enforcement actions within established guidelines and procedures, and support for permitting; performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

The **Engineering and Compliance Specialist** receives general supervision from the Engineering and Compliance Manager. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

The Engineering and Compliance Specialist is a single journey level classification. Incumbents are expected to perform the full scope of administrative and technical enforcement and compliance duties in support of the engineering and compliance programs, which requires independent judgment in administering and monitoring specific programs and the development of effective recommendations. The duties include performing data analysis and database support which involves reviewing and verifying database entry for accuracy and consistency of engineering records; program development; and handling case settlement activities, which includes determining penalty assessment, and with specific guidelines, independently negotiating reduction of penalties. Incumbents are expected to apply specialized technical knowledge which requires interpreting, applying, and ensuring compliance with policies, procedures, requirements, and regulations and may involve frequent contact with staff and the public.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a wide range of compliance and engineering program support, data analysis, and database support.
- Performs a wide range of case settlement activities, such as coordinating supplemental environmental projects or negotiating reduced penalties.
- Responds orally and/or in writing to procedural, regulatory and some limited technical questions and requests regarding specific compliance programs or permitting to District staff, industry, the public and other agencies.

- Provides support for the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) Program; reviews notices, records and plans and may issue NTCs/NONs.
- Receives, processes, and tracks public records requests; assists the public in understanding what information is available and what must be done to obtain access to the documents; reviews materials for confidentiality of data or trade secret status; prepares and provides responses in a timely manner, in accordance with the California Public Records Act.
- May provide feedback and advice to inspectors on proper documentation required to support Notices of Violations (NOVs).
- Using established guidelines, determines penalty assessments, explains penalties to violators, and may negotiate payment options.
- Reviews and verifies database entry for specified compliance and engineering records; corrects or provides for the correction of errors to assure the quality and validity of data entered into and extracted from databases.
- Creates and maintains database user privileges to ensure appropriate access to and adequate security for database information.
- Develops, modifies and maintains database files requiring advanced knowledge of technical program procedures and specialized operations; uploads and downloads information from state and federal databases; imports and converts files; prints files; updates information in a variety of program databases.
- Coordinates annual permit report form collection, including developing the list of permit holders, updating report forms, and confirming District receipt of forms.
- Reviews annual report forms against permit requirements and issue NTCs/NONs for source types with non-annual inspections and not located at major sources.
- May review technical reports and prepare violation notices.
- Composes correspondence independently; establishes and maintains detailed records and files; researches and compiles information from office files and other sources.
- Compiles data and prepares periodic and special reports.
- Prepare recommendations and assists in the development, installation and integration of new or improved systems.
- May provide technical and administrative support in the permitting process.
- Manage and update website content for Engineering and Compliance.
- Maintains electronic and hard copy files for a variety of programs, including correspondence, reports, documents and District rules and regulations; establishes and maintains a variety of complex files including source files, correspondence, state legislation, and regulations in support of a division; reviews files for completeness, accuracy and correct format.
- Writes procedures to clarify and describe program procedures; prepares Hearing Board orders.
- May participate in budgetary planning and tracking for a particular program.
- Confers with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic database functionality and report writing tools.
- Basic principles, practices, and methods of environmental sciences.
- Applicable federal, state, and local laws, codes, and regulations related to air quality and air toxics compliance.
- Complex technical processes and procedures necessary for the support of intricate projects and programs.
- Administrative support functions, including typing, maintaining files, and maintaining databases.
- Computer applications including spreadsheets, word processing, database, and presentation programs.
- Basic principles of mathematics.
- Policies, procedures, and guidelines of the engineering and compliance programs.
- Methods and techniques of scheduling work assignments.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- Standard office procedures, practices, and equipment, including a computer and applicable software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Perform responsible, complex and confidential administrative work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the assigned divisions, other District divisions, and outside agencies.
- Research and compile a variety of information and materials.
- Use sound judgment in the interpretation and application of division rules and policies.
- Analyze a complex issue and develop and implement an appropriate response.
- Understand, explain, and apply applicable laws, codes, ordinances, and regulations.
- Read, interpret, and record data accurately.
- Independently prepare correspondence and memoranda.
- Meet deadlines.
- Respond to requests and inquiries from the public.
- Operate and use modern office equipment, including a computer.
- Perform mathematical calculations quickly and accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Utilize computer applications in the course of work including spreadsheets, word processing, database, and presentation programs.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Learn the policies, procedures, and guidelines of the area to which assigned in a timely manner.
- Compile and review information.

- Prepare records and reports.
- Use initiative and exercise independent judgment.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Coursework equivalent to an Associate's degree preferred with coursework in engineering, biology, physical sciences, or a related field and two (2) years of experience providing advanced administrative support of environmental compliance and enforcement programs.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, incumbents occasionally work outdoors in all weather conditions including wet, hot, and cold, with exposure to dust, fumes, vapor, and high noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.