



**DECEMBER 2018
FLSA: EXEMPT**

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 supervision or direction, performs duties related to regulatory review, analysis, and advocacy requiring advanced-level and highly specialized knowledge and expertise in the assigned area of environmental and regulatory compliance and an understanding of legislative processes; ensures that the District is in compliance with federal, state and local regulatory requirements; serves as District 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 the District; participates in regulatory working groups and task forces to represent the District; independently performs a wide variety of highly specialized technical duties relative to the assigned area of responsibility; serves as subject matter expert; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the 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 (2) levels within the regulatory job series. This is a highly skilled and specialized classification assigned to various environmental compliance functions within the District and serves as the subject matter and regulatory legislative expert for the assigned function(s). Incumbents are expected to have the professional background, qualifications, and experience to master all processes, procedures, techniques, analyses, projects, and programs in their area(s) of specialty. Responsibilities include working 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. Incumbents provide a highly advanced and professional resource for 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, wastewater municipalities, and professional advocacy associations. Responsibilities may include guidance on programs and/or projects. This class is distinguished from the Principal Environmental Specialists in that the Regulatory Specialist builds relationships with regulators and, through committees, task forces, regulatory working groups, comment letters, and regulatory advocacy, affects regulatory development in protecting the District's interests.

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, performing complex engineering calculations and analyses of design data using highly sophisticated computer tools and facilitate permit negotiations with regulators, and communicate new permit requirements to the District staff.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Monitors and comments on proposed regulations and legislation; provides comments and informs appropriate District staff of federal, state, and local regulatory, legislative, and legal developments; 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 new programs or program modifications as needed; prepares reports with findings and recommendations.
- Represents the District at various membership association functions; monitors and assesses industry reaction to changing regulations, and legislation; advocates to regulators; ensures that the District maintains compliance with all developing regulations and legislation.
- Notifies appropriate staff and management of important legislative and regulatory developments and makes recommendations for action plans in response to pending legislation; builds relationships with regulators to become a trusted, respected, and recognized resource to their regulatory and legislative developments and processes.
- Participates in external organizations to broaden the District's role in formulating federal, state, and local policies applicable to District operations; gives technical presentations on legislative and regulatory issues; attends meetings to exchange information.
- Serves on various technical advisory or professional organization committees; makes presentations to regulatory agencies and professional groups; reviews and comments on pending legislation for federal, state, and local jurisdiction.
- Provides guidance and direction for various compliance and monitoring reporting efforts; assures that all required monthly and annual reports are prepared.
- Ensures contractors are in compliance with all regulatory requirements and contract provisions; verifies that staff is maintaining all required records.
- Provides assistance in various special projects, including researching grant funding for various projects; provides support to District management staff in assigned areas.
- Provides guidance and direction to other regulatory and environmental compliance staff at the District regarding new and changing regulations, the legislative process, and efforts by the District to respond and react to pending legislation; coordinates regulatory advocacy efforts within the assigned functional area, the division, department, and/or the whole District.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of regulatory compliance; researches emerging products and enhancements and their applicability to District needs.
- Provides leadership and guidance to others on assigned 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; develops and implements work improvements.
- Conducts special research assignments and projects, gathers data, and prepares reports and position papers for consideration by management.
- Performs related 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 and scientific principles related to area of assignment such as chemistry, biology, microbiology, hydrology, air quality, biosolids, water/wastewater, and special projects.
- Principles and applications of critical thinking and analysis.
- Methods and techniques of environmental planning, policy, regulations, and laws.
- Principles and practices of public outreach and education.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and policies and procedures relevant to assigned area of responsibility.
- Legislative processes and 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 and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, laboratory information systems, GIS, presentation and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing guidance and training to less experienced staff.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.
- Procedures of the District's procurement process.

Ability to:

- Oversee activities related to regulatory compliance and advocacy efforts, programs, and projects; demonstrate strong project management skills.
- Lead subordinate-level staff on programs and projects.
- Adhere to safe work practices and procedures in the workplace.
- Train others on proper work procedures.
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Apply critical thinking and analysis to a broad range of situations.
- Represent the District to and influence numerous local governments, regulatory agencies, legislative bodies, associations, public agencies, and the general public.
- Make effective presentations before a wide variety of audiences, agencies, and stakeholders.
- Use political acumen and diplomacy in dealing with elected officials, representatives of other governmental and regulatory agencies, and civic and community groups on politically sensitive and potentially volatile issues.
- Write and edit technical documents involving regulatory comment letters, research plans, compliance reports, permit applications, and scope of work.
- Review and understand engineering and construction drawings, technical specifications and scopes of work.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques in completing assignments and making decisions and problem solving.

- Collect, chart, and compile highly complex and specialized data and participate in the preparation of clear and concise reports.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, rules, and regulations.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Provide guidance and direction to others in regulatory and legislative efforts of the District.
- 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.
- Effectively communicate in person, over the telephone, and in writing.
- Utilize a computer, relevant software applications and/or other equipment.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- 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 OCSD.

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; AND,
2. Five (5) years of work experience in environmental compliance and regulatory review involving the analysis of air, biosolids, and water regulatory issues.

Licenses and/or Certifications:

- 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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to travel to various District sites, projects and/or meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, 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 weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.